



eVitals Guide

Business Partner User Registration: Register Your Existing Keystone ID



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Business Partner User Registration for eVitals


This guide outlines the process for a user who reports births in Pennsylvania to request an eVitals account.

The user's organization must first be registered in the Department of Health's Identity Manager System. See the *eVitals Guide: Business Partner Organization Registration* for further details on this process.

Each user must also establish their own Business Partner ID (Keystone ID), then request access with this ID to eVitals.

Please note, you will not use your DAVE user ID in eVitals. Instead, you will use your new Business Partner ID (Keystone ID).

This guide is for users who have already established a Business Partner ID.



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Business Partner User Registration – Existing Keystone ID

These instructions are for individuals who already have a Keystone ID business partner account.

Business partner accounts begin with **b-** (e.g. b-test)

Multiple Commonwealth systems use the Keystone ID for single sign-on (SSO) so that users may maintain one set of credentials.

If you have a Keystone ID, these steps will help you to link your existing ID to the eVitals system.



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Business Partner User Registration – Existing Keystone ID

Browse to the eVitals website <http://evitals.health.pa.gov> and click **Business Partner Login**.



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Business Partner User Registration – Existing Keystone ID

Click **Register for eVitals**.

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Business Partner User Registration – Existing Keystone ID

Read **General Information** and click the link to register with an existing account.

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Business Partner User Registration – Existing Keystone ID

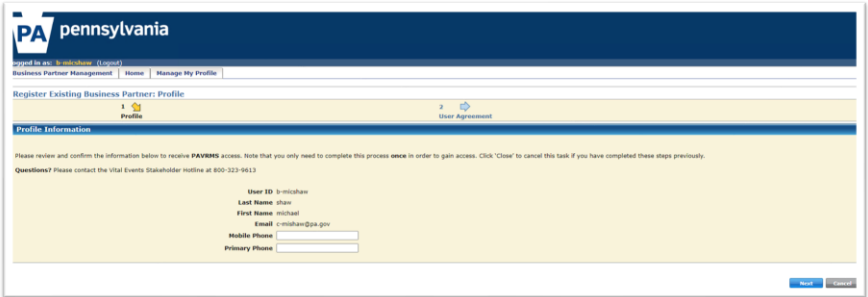
Log in with your existing Keystone ID business partner credentials (i.e., your b- account) **and not your DAVE user ID.**



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Business Partner User Registration – Existing Keystone ID

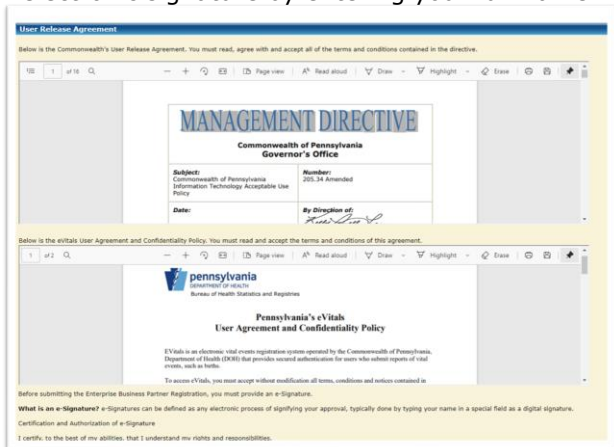
Review your profile information and click **Next**.



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Business Partner User Registration – Existing Keystone ID

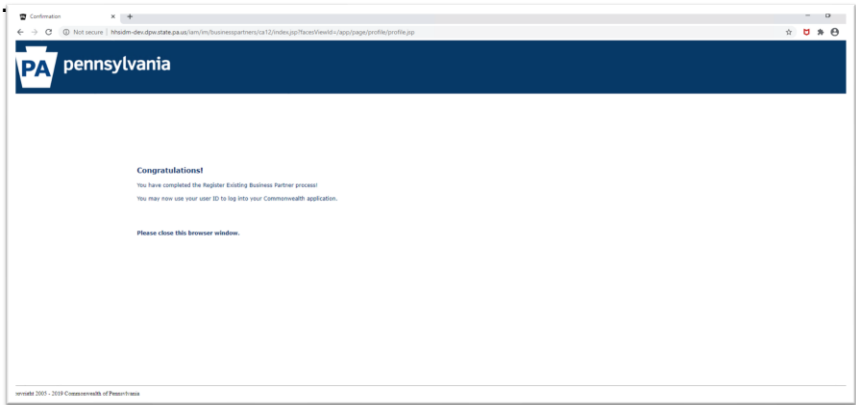
Read and accept the **Commonwealth’s Management Directive for IT Acceptable Use Policy** user agreement and provide your electronic signature by entering your full name.



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Business Partner User Registration – Existing Keystone ID

View the confirmation page to verify your registration request was successfully submitted. Close the confirmation page.



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Business Partner User Registration – Existing Keystone ID


You will receive an automated email, which confirms that your Business Partner registration was successful. Your Business Partner ID is now your username for logging in to eVitals.

Note: This email also contains Vital Events Stakeholder Hotline information for users.

Congratulations!

Your Business Partner Registration for eVitals has successfully completed. You may now use your Business Partner ID (B-) to login to eVitals.

Questions? For information on eVitals registration and access, please contact the Vital Events Stakeholder Hotline at 800-323-9613





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Business Partner User Registration – Existing Keystone ID

Once you have received the email on the previous page, you may use your Business Partner ID to request access to eVitals.

Please refer to the instructions for Business Partner User Registration for Existing DAVE Users if you currently report births through DAVE, or New Users if you do not currently report.

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Business Partner User Registration – All Users

You will receive emails from the various email account domains. Please white list emails coming from this account so that important messages do not go into your SPAM or junk mail.

@train.org

@pa.gov

@gcomsoft.com

